

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DGS0058158</u>	Date Posted: <u>09/09/13</u>	
POSITION NO: <u>240319</u>	Closing Date: <u>09/20/13</u>	
CLASS CODE: <u>4050</u>		
POSITION TITLE: <u>EQUIPMENT MECHANIC SUPERVISOR</u>		
DEPARTMENT NAME: <u>DGS/NAVAJO TRANSIT SYSTEM</u>		
DEPARTMENT NO: <u>5</u>	WORKSITE LOCATION: <u>Ft. Defiance, Arizona</u>	
WORKS DAYS/HOURS:	POSITION TYPE: <u>GRADE: R63A</u>	
Days: <u>M-F</u>	Permanent: <input checked="" type="checkbox"/>	SALARY:
Hours: <u>8am-5pm</u>	Temporary: <input type="checkbox"/>	\$ <u>34,944.00</u> Per Annum
	Part-Time: <input type="checkbox"/>	No. of Hrs/Wk: <u>40</u> \$ <u>16.80</u> Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs supervisory work of complex difficulty in the oversight of the Maintenance Section including inventory, maintenance, repair and servicing functions, and other duties assigned. Ensure compliance with Federal Motor Carrier Regulations, Federal Transportation Administration regulations. Drug and Alcohol Testing Policy, Navajo Nation Personnel Policies and Procedures Manual. Administer operational services of preventing maintenance, inventory management, public emergency response, roadside service, etc. Ensures fleet vehicles are in safe operating condition not limited to systems, functions and processes and structural aspects in accordance to manufacture/industry standards and specifications. Ensure subordinates' performance, productivity, training and accountability of conduct and work is accomplished. Works effectively with Maintenance, Fleet and Parts personnel to accomplish goals and objectives. Ensures schedules, assignments, evaluations, reports, files, records, certifications, checklists and other documents are maintained and secured. Ensures acceptance of tests, inspections and certifications.

Ensure compliance to procurement, fiscal and inventory requirements and regulations. Improves and maintains safe business and work practices for a safe and clean work area. Corrects actual or anticipated mechanical problems and conditions; coordinates and expedites efficient use of manhours via work effectiveness; Submits reports for statistics, servicing/maintenance certification, inspections, and others. Ensures zero tolerance accident/injury, drug/alcohol, and breakdowns. Must be knowledgeable of advance levels of ATEC/DDEC (transmission/electrical systems), assist in budgetary matters such as monitoring expenditures on operational costs. Conduct a minimum of 12 safety meetings per year. Implements practices/assignment of total quality management and continuous improvement and ensures staff development and training in such areas as electrical systems, air conditioning, computer literacy, customer relations, trouble shooting, safety/security.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School diploma or GED preferred. Able to read and write English, understand written and oral directions and established procedures, and

Experience:

Six (6) years full time, senior level heavy equipment maintenance and repair experience with one (1) year in supervisory capacity, one (1) year in public/commercial driving, and preferred two (2) years of electronic/computerized related servicing; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of federal, state and Navajo Nation laws, rules, regulations, policies, and procedures related to the servicing, maintenance and inspections of heavy equipment and/or transportation equipment. Knowledge of components, systems, structure, processes and functions for the servicing, maintenance, and repairs of gasoline and diesel powered vehicle equipment. Knowledge of occupational safety and health policies and procedures, and environmental/biohazard/chemical safety. Knowledgeable of supervisory skills in methods/practices. Working knowledge of records and inventory management, procurement, computer hardware/software. Travel during regular/irregular hours maybe required to respond to breakdowns.

License/Certification Requirements:

Must possess certification from Technical/Trade School in related field. Possess or obtain a valid Commercial Driver's License (CDL) - Class A or B with P-Passenger Endorsement and a Navajo Nation Motor Vehicle permit. Obtain certificate of emergency safety course (First-Aid and CPR) and a Medical Examiner's Certification within 90 days of employment. Must pass a pre-employment drug test in accordance with Federal Transit Administration regulations. Must also pass a physical exam and a written and road test.